

APPROVED

February 4, 2003

Michigan State
Administrative Board

Lansing, Michigan

January 21, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, January 21, 2003, at 11:00 a.m.

Present: Kelly G. Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Larry Tibbets, Acting Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Socorro Guerro, Department of Attorney General; Wes VanMalsen, Department of Career Development; Steven C. Liedel, Governor's Office; Kathy Jones, Patrick Mullen, Janet Rouse, Department of Management and Budget; Brian DeBano, Joseph Pavona, Department of State; Randy Knapp, Department of Transportation; Dennis Wojcicki, GC Services

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the meeting of December 17, 2002 and December 30, 2002 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Allegan County

Administration, 11/8/02

Parks Commission, 11/8/02

Sheriff's Department, 11/8/02

Treasurer's Office, 11/8/02

Oakland County Drain Commissioner, 10/29/01

Retention and Disposal Schedules:

Department of Consumer and Industry Services, Conduct Review Division, 11/22/02

Department of Education, Office of Administrative Law Division, 11/1/02

Department of Legislative Corrections Ombudsman, 7/31/02

Department of Management and Budget, Director's Office, Internal Audit Division,
10/4/02

Department of Natural Resources, Law Enforcement Division, 11/20/02

Department of State, Public Information, 12/5/02

Department of Supreme Court

Attorney Discipline Board, 9/4/02

Michigan Judicial Institute Education, 9/6/02

State Appellate Defender Office, 9/18/02

Department of Transportation, Office of Human Resources, 9/18/02

Department of Treasury, Receipts Processing Division, 12/4/02

Ms. Leffler moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Land and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held January 14, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of January 14, 2003 be approved and adopted with Item 9(2) withdrawn and noting the contingencies had been cleared. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held January 15, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of January 15, 2003 be approved and adopted noting the contingencies had been cleared. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. Land presented the Transportation and Natural Resources Committee Report for the regular meeting of January 15, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Ms. Land moved that the Transportation and Natural Resources Committee Report covering the regular meeting held January 15, 2003 be approved and adopted noting the withdrawal of Item 28 and tabling of Items 34-40. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

9. ADJOURNMENT:

Ms. Leffler moved the meeting be adjourned. The motion was supported by Ms. Wolenberg and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON